

USE OF PNEUMATIC TUBE SYSTEM**USE OF CONVEYOR SYSTEM**

A pneumatic tube system is being installed to expedite the movement of correspondence throughout the New Headquarters Building. In addition, there will be a basket conveyor system with two stations on each floor to distribute bulky material up to a forty pound load. Neither of these systems, however, will be in operation until the entire building has been completed and occupied by the Agency.

The pneumatic tube system and the conveyor system may be utilized for the transmission of classified documents, except as noted below. TOP SECRET documents, Restricted Data documents and Registered documents, regardless of classification, will not be transmitted by means of either of these systems, but will be transmitted in accordance with existing regulations governing the transmission of documents in these categories within the Agency. These systems will not be utilized for the transmission of any other material or data for which any type of clearance other than, or in addition to, the regular Agency clearance is necessary, unless otherwise specified by responsible Agency officials concerned with such material.

No special wrappings or envelopes will be required in the preparation of material approved for transmission by means of the pneumatic tube and conveyor systems, however, care should be exercised so as to ensure that the tube carriers and conveyor tote boxes are securely fastened before dispatching. Caution should also be exercised in the dialing of carriers and tote boxes so as to ensure delivery to the intended recipient.

Directories for the pneumatic tube system and the conveyor system are classified information and when not in use will be stored in accordance with the existing regulation concerning the Storage of Classified and Controlled Matter,

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The pneumatic tube system and the conveyor system will be operative only during the hours of 8:10 A.M. to 5:20 P.M., which hours encompass the staggered work hours. In view of the staggered work hours, employees should determine that stations to which tube carriers and conveyor tote boxes are to be sent, are manned. When planning to depart an area, either during or after the working day, employees will remove all carriers from the pneumatic tube stations, and secure the three-way combination lock on the receiving doors in the same manner as the three-way combination locks on safe file cabinets are secured.

The hours of operation described above do not apply to those conveyor systems in the Cable Secretariat and the Signal Center.

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TRANSMITTAL SLIP		DATE
TO:		
ROOM		
608	1016 16th Street	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	NSION
4E-06	Hq	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957—O—439445 (47)

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